



LANGUAGE CENTRE AND FOUNDATION YEAR

Designated Caregiver Agreement

To be completed by the designated caregiver of the international student under the age of 18

Foundation Studies Ltd expects Designated Caregivers to:

- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured.
- Provide 2 meals a day Monday - Friday and 3 meals at weekends (including any takeaways or meals out at the parents' expense).
- Attend parent/teacher conferences/interviews when held.
- Care for the student as you would your own child.
- Provide a warm, comfortable room for the student.
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times.
- Set reasonable rules and boundaries and discuss expectations of these with the student.
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.
- Will not permit the student to stay away overnight (or longer) without the written permission of the parents.

The Designated Caregiver can expect Foundation Studies Ltd to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours.
- Provide additional learning support for students experiencing academic difficulties (if additional costs are involved, the parents may be asked to provide for this).
- Provide contact through the Student Support Officer of the school.
- Provide school newsletters and any other information sent to parents' of the student.
- Provide school reports.
- Provide support and quick action in case of problems.
- Provide an interpreter for liaison with the school if necessary.

Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers and parents of the student. If necessary, the school will also refer the matter to CYFS, NETS, the New Zealand Police or any other appropriate outside agencies.

Student's Name:		Divisional Manager: <i>(Student Services)</i>	
Date of Birth:		Signature:	
Caregiver's Name:		Date:	
Caregiver's Address:			
Signature:			
Date:			